

APHIS Headquarters Safety and Health Council

Charter

2005

APHIS HEADQUARTERS SAFETY AND HEALTH COUNCIL CHARTER

A. ESTABLISHMENT: OSH Act of 1970 SEC 19. Federal Agency Safety Programs and Responsibilities

It shall be the responsibility of the head of each Federal agency (not 29 USC 668 including the United States Postal Service) to establish and maintain an effective and comprehensive occupational safety and health program which is consistent with the standards promulgated under section 6.

B. Vision, Mission and Purpose:

Vision:

- To develop and achieve a model safety and health culture within APHIS headquarters.

Mission:

- Advise and assist the Agency's Designated Agency Safety and Health Officer (DASHO) in carrying out the objectives and responsibilities under the APHIS occupational safety and health program.
- Monitor, communicate and assist with providing strategies to ensure a safe and healthy workplace environment for APHIS headquarters employees.

Purpose:

APHIS Safety and Health Manual Chapter 4-4.1

- The purpose of the Headquarters' Safety and Health Council is to monitor and assist APHIS' safety and health program by advising and assisting the Agency's Designated Safety and Health Officer (DASHO).

C. Scope of Activity

Activity:

The council shall:

- Represent all Headquarters (Riverdale/Washington) employees and other employees not otherwise represented by a national or facility safety and health council.

- Monitor and make recommendations to the Collateral Duty, Safety, and Health Office (CDSHO) on APHIS' headquarters safety and health programs.
- Facilitate cooperation with management to enhance policies, conditions and practices based on knowledge of workplace operations.
- Conduct annual workplace inspections, review findings, report and recommended appropriate corrective measures to the CDSHO. Monitor those recommendations to ensure implementation.
- Report and review safety and health issues, concerns and violations of APHIS headquarters employees to the CDSHO.
- Communicate with APHIS headquarters employees to inform and improve the awareness of safety and health issues.
- Assist SHEWB by promoting the development and implementation of various safety programs and initiatives to include seminars and/or special projects that will improve the overall safety and health program.
- Organize activities to promote safety and health among APHIS employees.

D. Procedures:

The chair will convene the council as needed. At least six meetings will be held a year, with two of the six held off-site. One of the off-site meetings may be in combination with the annual National Safety and Health Council Conference. The other off-site meeting will be the annual planning meeting to review charter, budget, and training for council members and develop strategic plan for fiscal year.

- Council members shall serve a minimum of the three years.
- The council chairperson will be elected by the council and will serve a two-year term. The chair elect will assume the position as chair at the end of the chairperson's term and a new chair elect will be selected.
- The DASHO will appoint members to the council based on the nomination made by respective unit's Deputy Administrator.

E. Responsibilities:

Chairperson will:

- Chairperson shall conduct all meetings, establish agendas, set guidelines for meeting structure, be liaison between the council and the DASHO and the safety and health program, and be a representative for the council at all times.
- The chair will represent the council on the APHIS National Safety and Health council.
- The chairperson shall annually provide council accomplishments to the DASHO.

Chair-Elect will:

- The chair elect shall fill in for the chair and assist the chair as needed.

Recording Secretary will:

- The recording secretary shall take minutes at each meeting and distribute the minutes a minimum of 30 days following the meeting. She/he will coordinate logistics for each meeting.

Committees will:

- All committees established within the council shall keep current and report on all their respective actions.

Members will:

- Members shall obtain the necessary safety and health training. Training will include OSHA's 10-hour course; AED/First-aid/CPR, Defensive Driving, workmen's comp, and other related safety training determined by the council.
- Members must attend at least four meetings per year. Otherwise their term may be terminated and a request made to their units Deputy Administrator for a replacement. Extenuating circumstances will be considered.
- Members will report safety and health concerns for their respective program area.
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F. Organization:

- The council will include a representative from each program area within APHIS Headquarters.
- There will be no alternate council members; however an alternate (non-voting) may attend a meeting when the council member cannot (except for off-site meeting).

Composition of the council shall be as follows:

Voting members:

- 1 – Animal Care
- 1 – Biotechnology Regulatory Services
- 1 – International Services
- 1 – Legislative and Public Affairs
- 1 – Marketing and Regulatory Programs Business Services (MRPBS)
- 1 – Plant Protection and Quarantine representing Riverdale
- 1 – Plant Protection and Quarantine representing Beltsville facility
- 1 – Policy and Program Development
- 1 – Veterinary Services
- 1 – Wildlife Services
- 1 – Washington Headquarters (South/Admin. Building)
- 1 – Collateral Duty Safety and Health Officer (CDSHO)

Advisors:

- CDSHO – Standing member
- Recording Secretary
- Work-Life Wellness Program Representative
- Disability Program Representative
- MRPBS Facilities Management Representative